



# CCLS ON-LINE STUDY GROUP

June 22, 2023 – August 31, 2023



If you are interested in studying for the California Certified Legal Secretary (“CCLS”) Exam,\*\* join LPI’s CCLS On-Line Study Group. During the Study Group, all topics covered in the CCLS exam will be reviewed (*Please see the CCLS Information Kit* on LPI’s website for a description of the sections covered on the exam).

Lectures and materials will be posted by no later than 7 p.m. on Sundays. Students may complete the material at their convenience. Access information will be provided upon enrollment in the class.

**Individual modules are available for purchase for each section covered.**

If you only need to study for certain sections, you may purchase individual modules at any time during the then-current Study Group class. You may also purchase all sections if you prefer to study on your own.

**Reminder – all material is intended for individual use only, and not for local association study groups**

Students will be provided with homework and handouts. Students now have the option to include the ***Law Office Procedures Manual (LOPM) in their registration (see below for pricing)***. The other reading materials, such as ***The California Style Manual (4th Ed.)***, ***The Redbook by Bryan A. Garner***, and ***Pocket Guide to Legal Ethics***, (*available on Amazon.com*) are required NO LATER THAN the start of class: Students are also encouraged to have the CCLS Study Guide.

For full information, please go to LPI’s website here:

[Events Calendar - Legal Professionals, Inc. - LPI : Legal Professionals, Inc. – LPI \(legalprofessionalsinc.org\)](https://www.legalprofessionalsinc.org/events-calendar)

**\*\*All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LPI’s website.**

## REGISTRATION FEES:

### **10-Week Study Group (without the Law Office Procedures Manual):**

First time participation:	\$100 Members	\$150 Non-Member
Subsequent participation:	\$ 50 Members	\$ 75 Non-Members

### **10-Week Study Group (including the Law Office Procedures Manual):**

First time participation:	\$219 Members	\$269 Non-Member
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**\*\*REGISTRATION MUST BE RECEIVED BY JUNE 8, IN ORDER TO RECEIVE THE LAW OFFICE PROCEDURES MANUAL PRIOR TO THE START OF THE CLASS**

### **Individual Modules: (\$15 each Members; \$25 each Non-Members)**

California Legal Procedure	Legal Terminology	Legal Computations
Skills	Reasoning & Ethics	
Law Office Administration	Ability to Communicate Effectively	

**DEADLINE TO REGISTER (no LOPM) IS JUNE 15, 2023. NO REFUNDS AFTER JULY 6, 2023.**

If you have any questions, please contact Vivian Shreve, CCLS, [cclschair@legalprofessionalsinc.org](mailto:cclschair@legalprofessionalsinc.org).